Illustrator Draftsman 1 & C

Volume 4—Presentations Graphics

Only one answer sheet is included in the NRTC. Reproduce the required number of sheets you need or get answer sheets from your ESO or designated officer.

The public may request copies of this document by following the purchasing instruction on the inside cover.

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Although the words "he," "him," and "his" are used sparingly in this manual to enhance communication, they are not intended to be gender driven nor to affront or discriminate against anyone reading this material.

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NRTC ILLUSTRATOR DRAFTSMAN 1 & C, VOLUME 4—PRESENTATIONS GRAPHICS NAVEDTRA 82723

Congratulations! By enrolling in this course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program.   Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program,   You have taken an important step in self-improvement. Keep up the good work.

HOW TO COMPLETE THIS COURSE SUCCESSFULLY

ERRATA: If an errata comes with this course, make all indicated changes or corrections before you start any assignment.   Do not change or correct the associated text or assignments in any other way.

TEXTBOOK ASSIGNMENTS: The text for this course is *Illustrator Draftsman, Volume 4- Presentations Graphics,* NAVEDTRA 12723-A. The text pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions in the course.   Pay close attention to tables and illustrations because they contain information that will help you understand the text. Read the learning objectives provided at the beginning of each chapter or topic in the text and/or preceding each set of questions in the course.   Learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

SELECTING YOUR ANSWERS: After studying the associated text, you should be ready to answer the questions in the assignment. Read each question carefully, then select the BEST answer. Be sure to select your answer from the subject matter in the text. You may refer freely to the text and seek advice and information from others on problems that may arise in the course. However, the answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the same course.   Failure to follow these rules can result in suspension from the course and disciplinary action.

ANSWER SHEETS: You must use answer sheets designed for this course (NETPMSA Form 1430/5, Stock Ordering Number 0502-LP-216-0100). Use the answer sheets provided by Educational Services Officer (ESO), or you may reproduce the one in the back of this course booklet.

SUBMITTING COMPLETED ANSWER SHEETS: As a minimum, you should complete at least one assignment per month.   Failure to meet this requirement could result in disenrollment from the course. As you complete each assignment, submit the completed answer sheet to your ESO for grading. You may submit more than one answer sheet at a time.

GRADING: Your ESO will grade each answer sheet and notify you of any incorrect answers. The passing score for each assignment is 3.2. If you receive less than 3.2 on any assignment, your ESO will list the questions you answered incorrectly and give you an answer sheet marked "RESUBMIT." You must redo the assignment and complete the RESUBMIT answer sheet. The maximum score you can receive for a resubmitted assignment is 3.2.

COURSE COMPLETION: After you have submitted all the answer sheets and have earned at least 3.2 on each assignment, your command should give you credit for this course by making the appropriate entry in your service record.

NAVAL RESERVE RETIREMENT CREDIT: If you are a member of the Naval Reserve, you will receive retirement points if you are authorized to receive them under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 3 points. (Refer to BUPERSINST 1001.39 for more information about retirement points.)

STUDENT QUESTIONS: If you have questions concerning the administration of this course, consult your ESO. If you have questions on course content, you may contact NETPDTC at:

DSN: 922-1349
Commercial: (850) 452-1349
FAX: 922-1819
INTERNET:n313.products@smtp.cnet.navy.mil

COURSE OBJECTIVES: In completing this nonresident training course, you will demostrate a knowledge of the subject matter by correctly answering questions on the following subjects: copy preparation, audiovisual presentations, television graphics, and displays and exhibits.

Naval courses may include several types of questions--multiple-choice, true-false, matching, etc. The questions are not grouped by type but by subject matter. They are presented in the same general sequence as the textbook material upon which they are based. This presentation is designed to preserve continuity of thought, permitting step-by-step development of ideas. Not all courses use all of the types of questions available. You can readily identify the type of each question, and the action required, by reviewing of the samples given below.

MULTIPLE-CHOICE QUESTIONS

Each question contains several alternative answers, one of which is the best answer to the question. Select the best alternative, and blacken the appropriate box on the answer sheet.

SAMPLE

s-l. The first U.S. Navy nuclear-powered vessel was what type of ship?

1. Carrier
2. Submarine
3. Destroyer
4. Cruiser

Indicate in this way on your answer sheet:

	1 T	2 F	3	4
s-1	☐	■	☐	☐

TRUE-FALSE QUESTIONS

Mark each statement true or false as indicated below. If any part of the statement is false, the entire statement is false. Make your decision, and blacken the appropriate box on the answer sheet.

SAMPLE

s-2. Shock will never be serious enough to cause death.

1. True
2. False

Indicate in this way on your answer sheet:

	1 T	2 F	3	4
s-2	☐	■	☐	☐

MATCHING QUESTIONS

Each set of questions consists of two columns, each listing words, phrases or sentences. Your task is to select the item in column B which is the best match for the item in column A. Items in column B may be used once, more than once, or not at all. Specific instructions are given with each set of questions. Select the numbers identifying the answers and blacken the appropriate boxes on your answer sheet.

SAMPLE

In answering questions s-3 through s-6, SELECT from column B the department where the shipboard officer in column A functions. Responses may be used once, more than once, or not at all.

A. OFFICER

s-3. Damage Control Assistant
s-4. CIC Officer
s-5. Disbursing Officer
s-6. Communications Officer

B. DEPARTMENT

1. Operations Department
2. Engineering Department
3. Supply Department
4. Navigation Department

Indicate in this way on your answer sheet:

	1 T	2 F	3	4
s-3	☐	■	☐	☐
s-4	■	☐	☐	☐
s-5	☐	☐	■	☐
s-6	■	☐	☐	☐

ASSIGNMENT 1

Textbook Assignment: "Copy Preparation," chapter 1, pages 1-1 through 1-63.

1-1. Which of the following conditions dictates the materials and format of copy preparation?

1. The amount of copy
2. Who the product is to be developed for
3. How the product is used
4. Press capabilities and limits

1-2. In letterpress printing processes, what part of the press causes an image to appear on paper?

1. The rollers
2. The cylinders
3. The open areas of the plate
4. The raised areas of the plate

IN ANSWERING QUESTIONS 1-3 THROUGH 1-5, SELECT FROM COLUMN B THE TYPE OF PRINTING PROCESS THAT HAS THE CHARACTERISTICS LISTED IN COLUMN A.   RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

	A. CHARACTERISTICS	B. PROCESSES
1-3.	Grease and water do not mix	1. Gravure
		2. Electronic
1-4.	Printing surface raised	3. Offset
1-5.	Etched below surface	4. Letter-press

1-6. You may eject a job from an electronic copier-printer with a bypass feature if the job requires a traditional bindery operation to finish.

1. True
2. False

1-7. You should not exceed what maximum resolution in your master art when you supervise copy preparation for electronic printing equipment?

1. 300
2. 400
3. 500
4. 600

1-8. What term refers to artwork, photos, and proofs that are ready for the print shop?

1. Copy
2. Printing plates
3. Black-and-white artwork
4. Reproduction mechanicals

l-9. Black-and-white illustrations made with preprinted shading mediums are what form of copy?

1. Continuous-tone
2. Combination
3. Screen
4. Line

1-10. Unscreened original photographs and airbrush work is what type of copy?

1. Continuous-tone
2. Combination
3. Screen
4. Line

l-11. What term denotes the process of electronically converting continuous-tone originals to halftones for digital duplication?

1. Photographing
2. Halftoning
3. Dithering
4. Screening

1-12. What is the most effective way to reproduce continuous-tone artwork?

1. Label or draw directly on the continuous-tone art and shoot one negative
2. Shoot a negative of the continuous-tone art and a separate negative for the line work
3. Convert the continuous-tone art to a halftone, then shoot a negative of the halftone and another of the line work
4. Convert the continuous-tone art to a halftone, label the halftone, and shoot one negative

IN ANSWERING QUESTIONS 1-13 THROUGH 1-15, SELECT FROM COLUMN B THE COPY CATEGORY THAT COINCIDES WITH THE TYPE OF ARTWORK IN COLUMN A. RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

A. TYPES OF ARTWORK	B. COPY CATEGORIES
1-13. Artwork containing continuous-tone and line art together	1. Continuous-tone
	2. Screen
1-14. Black line illustrations	3. Line
	4. Combination
1-15. Material that has graduations of tone in an uninterupted flow	

1-16. What planning step should you take first after you receive a job in the shop?

1. Estimate the time required to do the job
2. Divide the job into smaller tasks
3. Consider prepress requirements
4. Order material

1-17. You should base your decision on what reproduction process to use on what factor(s)?

1. Type style
2. Illustration sizes
3. Size and shape of pages
4. Color and texture of stock

1-18. How many printed pages result from printing a pamphlet in which both sides of the sheet will be offset printed in signature format?

1. Six
2. Two
3. Eight
4. Four

1-19. Using 8 1/2 by 11-inch stock, what rectangular format will yield the most pages?

1. Regular
2. Hypotenuse
3. Golden mean
4. Proportional

1-20. Using 8 1/2 by 11-inch stock, what is the total number of rectangles (based on a golden mean ratio) that you can cut?

1. One
2. Two
3. Three
4. Four

1-21. What ratio is the most common size rectangle for booklets and pamphlets?

1. Regular
2. Hypotenuse
3. Golden mean
4. Proportional

1-22. What stock should you use to construct a small booklet that is meant to last for a three-week training period?

1. Newsprint
2. Cardstock
3. Opaque bond
4. Thin flexible bond

1-23.   What stock should you use to construct a command flyer?

1. Newsprint
2. Cardstock
3. Opaque bond
4. Thin flexible bond

1-24.   What method should you use to emphasize the mood expressed by copy?

1. Mixing and matching typefaces
2. Selecting a boldface type
3. Matching type to mood
4. Using capital letters

1-25.   What point size is the most effective for cutlines?

1. 8
2. 10
3. 12
4. 14

1-26.   What point size is the most effective for developing textbooks, manuals, and reports?

1. 8
2. 10
3. 12
4. 14

1-27.   What type style should you select for the heading of a flyer?

1. Copy
2. Bodoni
3. Display
4. Machine set

1-28.   Which of the following factors contribute(s) to the legibility of copy?

1. Margins
2. Type size
3. Line length
4. All of the above

IN ANSWERING QUESTIONS 1-29 THROUGH l-31, SELECT FROM COLUMN B THE WEIGHT CHARACTERISTIC THAT DESCRIBES THE TERM IN COLUMN A.   RESPONSES IN COLUMN B MAY BE USED MORE THAN ONCE.

A. TERMS   B. CHARACTERISTICS

1-29.   Boldface   1. Neither too thick or too thin

1-30.   Lightface

2. Airy illusion

1-31.   Open-face

3. Letter outline

4. Stand out from the Page

1-32.   What action should you take when you review a mechanical and the headline appears too short?

1. Add more words to the headline
2. Recalculate the column width
3. Add a shadow to the letters
4. Expand the typeface

1-33.   What type attribute should you check when a flyer with italicized type appears disconcerting?

1. Type size
2. Type lean
3. Type style
4. Type weight

1-34.   The length and width of columns and pages are measured in what units?

1. Picas
2. Points
3. Inches
4. Characters

1-35.   To increase readability, you should follow what basic rule of thumb?

1. Use points and picas
2. Use 30 characters per line
3. To show the areas that the text and illustrations will occupy
4. Use more leading with long lines of text

1-36. You are reviewing a mechanical that appears imbalanced by excessive white space between the letters. You should correct what parameter?

1. Kerning
2. Word spacing
3. Line spacing
4. Letterspacing

1-37. Which of the following arrangements illustrates a hanging indentation of a 3 1/2-line legend set below a cutline?

1. First three lines indented, last line centered
2. First line one column width, all others indented
3. First three lines flush with left and right margins, last line flush left
4. Each line approximately column width and centered under the illustration

IN ANSWERING QUESTIONS 1-38 AND 1-39, REFER TO FIGURE 1A AT THE TOP OF NEXT PAGE.

l-38. What page shows correct margin proportions for a single-page layout?

1. A
2. B
3. C
4. D

l-39. The margin proportions shown in C cause which of the following impressions?

1. Balance
2. Monotony
3. Inbalance
4. Irritation

1-40. In a layout, what is the purpose of a dummy?

1. To show the size of a final. product
2. To show how the product will be bound
3. To show the areas that the text and illustrations will occupy
4. All of the above

1-41. To guide the compositor in setting a large job, what key pages should you lay out?

1. The index page and the title page
2. One or two text pages and the title page
3. One text page and the table of contents
4. The table of contents and the title page

1-42. When the body of the text is set in Caslon, what type style is normally used for setting the title page?

1. Cairo
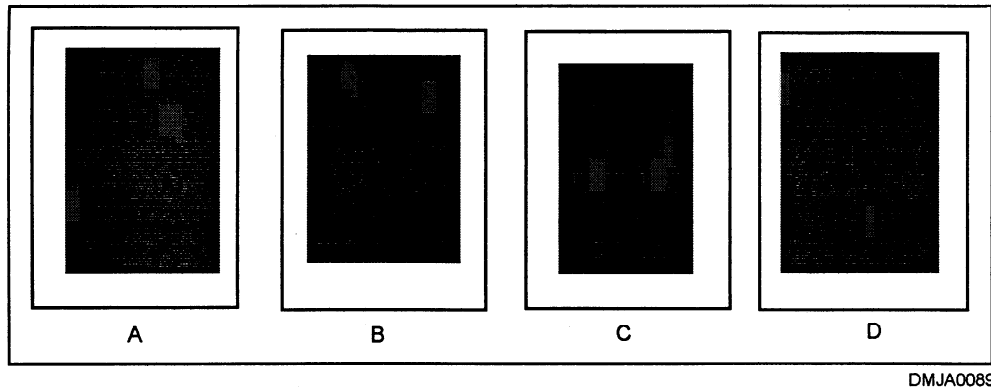2. Caslon
3. Bodoni
4. Copperplate

DMJA0089

Figure 1A

1-43. Which pair of facing pages shows
the LEAST desirable, placement of
illustrations?

1. A
2. B
3. C
4. D

1-44. You should carefully plan lettering
on all artwork throughout a
publication to assure which of the
following results?

1. Use of the correct typeface
2. Use of the proper type style
3. Uniformity in size after
reduction
4. Uniformity in size after
enlargement

1-45. You should prepare original artwork
for reproduction at least what
percent larger than the
reproduction size?

1. 33
2. 50
3. 100
4. 175

1-46. What factor gives illustrators the
most influence over the degree of
perfection in printed matter?

1. Knowledge of printing
procedures
2. Knowledge of photographic
procedures
3. Artistic judgment
4. The mechanical

1-47. What term denotes the desired
reproduction image area within a
larger piece of artwork?

1. Scaling
2. Cropping
3. Proportioning
4. Controlling dimensions

5
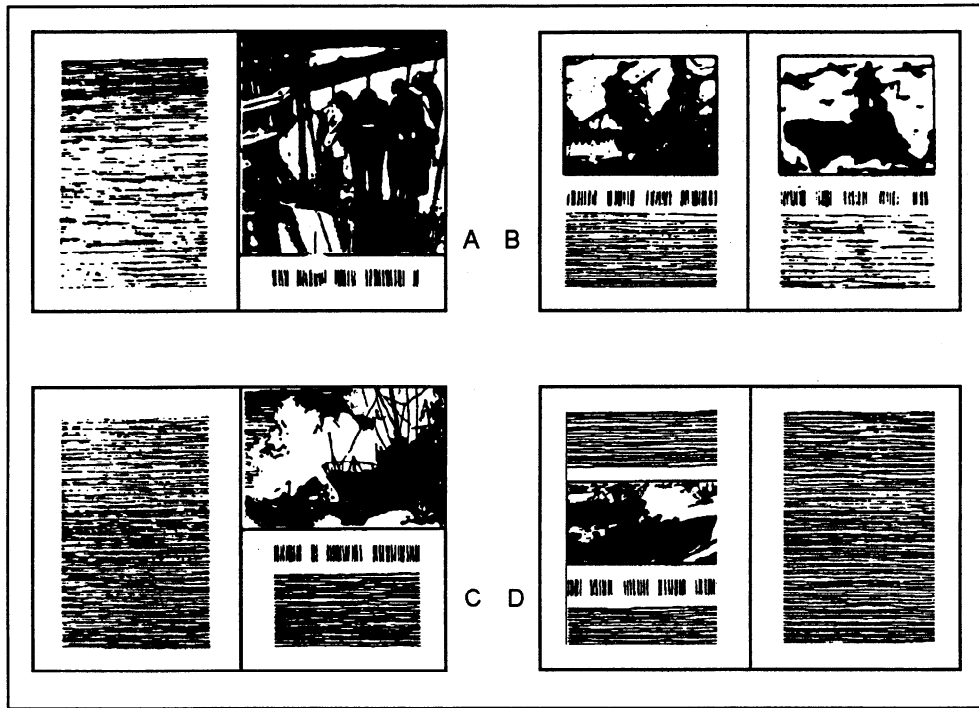
DMJA0090

Figure 1B

1-48. You are retouching a photo that has a cluttered background. At what point in the process will you paint the darkest values?

1. First
2. After the middle values
3. Before -the middle values
4. After the lightest value

1-49. A striker who retouched a white highlight on a photo had dirty water in his brush. How will the highlight reproduce?

1. Bright white
2. Light grey
3. White
4. Grey

1-50. When proofing continuous-tone copy, what should you use for outlining silhouettes or indicating dropouts?

1. Opaque white
2. Red marker
3. Crop marks
4. Lampblack

1-51. What procedure should you use to soften the edges of a silhouetted object to make it appear more natural?

1. Airbrush a grey tone over the entire image
2. Lightly stroke a small cotton wad over the sharp edges of the image
3. Put a 10-percent shading sheet over the image
4. Place an acetate overlay over the image and fog a light grey over it

6

1-52. Which of the following factors determine(s) the formation of dots by a halftone screen?

1. The intensity of the light reflected from the original copy
2. The distance between the film and the screen
3. The size and shape of the lens aperture
4. All of the above

1-53. Light projected through the halftone screen is broken up by what elements?

1. A series of dots
2. The lens aperture
3. Etched crosslines of the screen
4. Width openings between the crosslines

1-54. What halftone screen is made with the rulings set at a 45-degree angle to the camera?

1. All screens
2. Glass screens
3. Acetate screens
4. Circular screens

1-55. A glass halftone screen ruled at 360 lines per inch has a total of how many spaces per inch?

1. 360
2. 361
3. 362
4. 400

1-56. When you are using a circular halftone screen, how should you set the angle of the ruling relative to the camera?

1. The angle is automatically set at a 45-degree ruling
2. The angle is set at 90 degrees at the time of manufacture
3. The angle rotates to the next degree mechanically
4. The angle must be set for each exposure

1-57. At what time should you alter a digitized image before outputing to a laser or high-resolution printer?

1. After scanning the image
2. Before scanning the image
3. After saving an image
4. Before saving an image

1-58. You can reduce or eliminate the moire pattern resulting from rescreening by taking what action(s)?

1. Reducing the image
2. Turning the screen 15° away from that of the halftone only
3. Using a screen 50 lines finer than the screen used on the original only
4. Turning the screen 15° away from that of the halftone and using a screen 50 lines finer than the screen used on the original

1-59. Where on a mechanical should you instruct a DM to write instructions on the placement of separate copy elements?

1. On the mechanical
2. In the text just above the correct location
3. In the margin areas
4. On the overlay

1-60. Although barely visible to the eye, which of the following marks on a mechanical will show on a negative?

1. Slight indentations
2. Nonphoto blue
3. Opaque white
4. Dust

1-61. What is NOT an advantage to digital printing?

1. Color
2. Flexibility
3. Rapid turnaround
4. Less stockpiling

1-62. Which of the following statements defines a progressive proof?

1. A proof run for each plate in black ink
2. A proof run for each plate in each color
3. A proof run using only two plates
4. A full-color proof

1-63. How should you indicate colored areas when preparing mechanicals for reproduction using spot color?

1. With a separate mechanical
2. By attaching instructions to the printer
3. By coloring the mechanical with markers or bourges sheets
4. By using an overlay in registration with the mechanical

1-64. Two negatives made of the same black-and-white photograph shot at different screen angles will give what result?

1. Duotone
2. Progressive proof
3. Combination plate
4. Two hand-corrected screens

1-65. What product should you use to add tonal values to a mechanical intended for black-and-white reproduction?

1. A halftone screen
2. A bourges sheet
3. A shading sheet
4. An airbrush

1-66. To facilitate registration in printing, you should provide what aid with the overlays and originals?

1. Registration marks
2. Color swatches
3. Thumb spots
4. Crop marks

1-67. As a supervisor, what action will enable you to intelligently evaluate artwork prepared for reproduction?

1. Doing the layouts yourself
2. Completing the required NRTCs
3. Having shop personnel do exactly what you tell them
4. Knowledge of printing and copy preparation symbols

1-68. Where should you place editorial corrections to a manuscript?

1. Above or below the error
2. In the body of the copy
3. In the margins
4. On an overlay

1-69. Where should you mark corrections for cold-type composition that you are proofreading?

1. On an overlay
2. In the margins
3. At the top of the page
4. On the back of the copy

1-70. How should you indicate manuscript copy that should be set in capital letters?

1. Circle
2. One underline
3. Two underlines
4. Three underlines

1-71. To avoid mistakes a striker may make when typing a word that does not follow the usual spelling, you should mark the copy in what way?

1. Circle it
2. Underline it
3. Highlight each word
4. Mark each word with the term follow or stet

1-72. What proofreader's mark through a letter or word indicates deletion?

1. A vertical line
2. A squiggly line
3. A horizontal line
4. Each of the above

1-73. An "X" or circled "X" indicates what problems with the type?

    1. Deletion
    2. Broken type
    3. Incorrect font
    4. Capitalization

l-74. You indicate misspelled words by what mark in the (a) margins and what mark in the (b) text?

    1. (a) Circle, (b) sp
    2. (a) Sp, (b) circle
    3. (a) Circle, (b) wf
    4. (a) Wf, (b) circle

1-75. To indicate italicization, you should use what number of underlines?

    1. One
    2. Two
    3. Three
    4. Four

ASSIGNMENT 2

Textbook Assignment: "Copy Preparation," chapter 1, pages 1-64 through 1-71; "Audiovisual Presentations," chapter 2, pages 2-1 through 2-53; "Television Graphics," chapter 3, pages 3-1 through 3-23; and "Displays and Exhibits," chapter 4, pages 4-1 through 4-9.

2-1. You are reviewing copy for printing. What step should you take to avoid omitting important steps?

1. By starting at the end of the copy and working backward
2. Assigning each DM a certain step and initialing when completed
3. Using a checkoff sheet
4. Placing various colored check marks in the upper-right corner when each step is complete

2-2. After receiving a job for review, you should take what step first?

1. Make sure all pages are the same size
2. Run through a checkoff list
3. Make sure all art is halftoned
4. Obtain all artwork and place all pages in sequence

2-3. What should you do to a job when you are sequencing the pages and the cover is artwork?

1. Write "cover" in the upper-left corner and circle it
2. Number the page "1"
3. Write "all," circle it, and mark it with the overall classification of the job
4. Write "cover-see artwork submitted" on a blank sheet of paper the same size as the manuscript page

2-4. Where should you mark the type styles and sizes on each page?

1. Top center
2. Bottom center
3. Upper-left corner
4. Upper-right corner

2-5. How should you differentiate between notations to the printer and changes to the copy?

1. Use a red pen to make markings
2. Mark only in the margins for notations
3. Attach a separate set of instructions
4. Circle all notations and instructions

2-6. A photograph will reproduce well if it has which of the following qualities?

1. Well-defined middle tones
2. An overall grey tone
3. Contrast
4. Details

2-7. What information should you add to copyrighted art before printing?

1. Number
2. Credit line
3. Copyright symbol
4. The letters "fl"

2-8. As the supervisor, you have which of the following responsibilities when reviewing type and artwork prepared for the camera?

1. Making sure illustrations are correct
2. Reviewing the copy for reproduction quality
3. Making sure your instructions are carefully followed
4. All of the above

2-9. As the shop supervisor proofing line copy, which of the following factors should you check?

1. Color separations are correctly registered
2. Completed copy is free of dirt and extraneous pencil lines
3. As much copy as possible is prepared for the same enlargement or reduction
4. All of the above

2-10. What action should you take when a print job is taking longer than usual and some information has changed?

1. Leave it alone
2. Update the data
3. Pull the job and return it to the originator
4. Check the job progress and keep the originator informed

2-11. When a customer comes to you for advice on presentation methods, what information should you extract from the originator before you can advise him?

1. Command and objectives
2. Department and division
3. Objectives and purpose
4. Objectives and intended message

2-12. An originator wants to depict the theory of flight, what type of training aid should you recommend?

1. Manipulative
2. Demonstrative
3. Directional
4. Theoretical

2-13. As a supervisor you feel the division is unaware of the chain of command. What should you do to help the division?

1. Create a fuss
2. Have a meeting
3. Hang a poster
4. Display an organization chart

2-14. Which of the following is NOT a principal point for creating an organization chart?

1. Unity
2. Brevity
3. Simplicity
4. Completeness

2-15. You are reviewing an organization chart created by a DM striker that has numerous elements on the same organizational level. What should you do to make the chart easier to understand?

1. Redraw it
2. Use a larger format paper
3. Change the proportions of the blocks
4. Stagger the blocks at the same level

2-16. What line convention should you use to show the liaison of the command master chief to the commanding officer?

1. Solid line
2. Dashed line
3. Dotted line
4. Alternating dot and dash line

2-17. You are reviewing a flow chart which depicts the symbol for multiple decisions at the commanding officer level, what can you surmise from this flow chart?

1. The symbol was incorrectly drawn
2. The incorrect symbol was used
3. The CO is indecisive
4. Several decisions are made at this point

2-18. What should you do to improve clarity when the direction of flow on a flow chart splits into different directions?

1. Adjust proportions
2. Add arrowheads
3. Increase spacing
4. Shade symbols

2-19. What is the most effective type of chart to show percentage breakdowns when you have only a few divisions to represent?

1. Percentage bar chart
2. Functional chart
3. Pie chart
4. Text

2-20. What is the formula for determining the angular measurement (AM) of 25% on a pie chart?

1. AM= 25% X 36
2. AM= 25% X 3.6
3. AM= 100 X 25%
4. AM= 25% X 360

2-21. What is the angular measurement of 32% on a standard pie chart?

1. 120°
2. 125°
3. 130°
4. 135°

2-22. You have noticed a seam in the middle of a dry mounted poster. What most likely created the seam?

1. The adhesive sheets had too great a gap between them
2. The adhesive sheets were overlapped
3. A slipsheet was left under the poster
4. A piece of masking tape was left under the poster

2-23. What problem will occur if you use an improper adhesive to attach images to an illustration board?

1. Illustration board deteriorates
2. Adhesives deteriorates
3. Images deteriorates
4. Messiness

2-24. You are mounting an image to an illustration board that the originator does not want to ruin. What method should you use to adhere the image?

1. Petroleum-based adhesive
2. Rubber-based adhesive
3. Archival quality adhesive
4. Cellophane tape

2-25. Which of the following mats should you use to mount a picture area that measures 5 by 7 inches?

1. 8 1/2 by 10
2. 8 1/2 by 11
3. 8 by 10
4. 8 by 11

2-26. What presentation method would you recommend to a customer planning to give a presentation and pass out hard copies of the information on the screen?

1. Slides
2. Posters
3. Viewgraphs
4. Closed-circuit TV

2-27. You are proofing master art for diazo reproduction on foil and you see that the solid areas are irregular in opacity. How will the resulting foil appear?

1. Dense
2. Light
3. Irregular
4. Solidly opaque

2-28. How should you instruct your DMs to make a 46-piece duplicate set of master art from a canned command presentation for a satellite command?

1. Redraw each master
2. Copy each master
3. Diazo each master on blackline foil
4. Diazo each master as a sepia intermediate

2-29. What element of a viewgraph should you check if a DM3 gave you a viewgraph with multiple overlays that will not lie flat on the projector table?

1. Size of the projector table
2. Size of the overlays on the viewgraph
3. Number of overlays on the viewgraph
4. Thickness of the tape or mounts holding the overlays to the viewgraph

2-30. How should you position a slide in a carousel for rear screen projection?

1. Upper-left corner, facing away from you
2. Upper-right corner, facing away from you
3. Lower-left corner, facing you
4. Lower-right corner, facing you

2-31. You have been asked to video tape a scene for a presentation, why should you visit the site before the tape date?

1. To assess the light and shade in the location
2. To inspect for cleanliness
3. To see if you want the job
4. To take time off work

2-32. The normal range of vision to which most artwork should conform has what aspect ratio?

1. 3 to 4
2. 3 to 5
3. 3 to 6
4. 5 to 7

2-33. The peripheral loss to the scanning area during TV transmission is what percentage?

1. 22%
2. 20%
3. 17%
4. 15%

2-34. What is the name of the part of a TV screen that displays images and text with maximum resolution?

1. Border area
2. Scanning area
3. Safe title area
4. Resolution area

2-35. Why should you make sure there is an appropriate amount of border area on a studio card?

1. To make it easier to handle
2. To prevent the camera from seeing behind the scenes
3. To protect the studio card from damage and mishandling
4. All of the above

2-36. Which of the following colors is difficult to transmit over a television screen?

1. Red
2. Blue
3. Grey
4. Black

2-37. What type of media should you instruct DMs to use when they are preparing studio cards?

1. Mat
2. Gloss
3. Semimat
4. Semigloss

2-38. Standard studio cards often wind up in what kind of presentation?

1. Slide only
2. Viewgraph only
3. Slide and viewgraph
4. Lecture

2-39. Closing credits should not be telecast over the faces of the personalities appearing onscreen.

1. True
2. False

2-40. You can standardize as many production procedures as possible for a television production by using which of the following methods?

1. Using a script
2. Using a story treatment
3. Standardizing graphic size
4. Breaking each scene into basic elements

2-41. What production component is known as the "word picture" of a story?

1. Script
2. Scenario
3. Storyboard
4. Story treatment

2-42. Each idea or point to achieve your defined presentation objective is written on which of the following documents?

1. Script
2. Storyboard
3. Story cards
4. Story treatment

2-43. After the initial steps of planning and organizing an audiovisual presentation are taken, what production aid should you use?

1. A script
2. A storyboard
3. A story treatment
4. A standard scenario

2-44. Decisions concerning the overall treatment and mood of a televised production are usually made during the development of what basic element?

1. Standardized format
2. Story treatment
3. Storyboard
4. Script

2-45. Which, if any, of the following steps is the second step in storyboarding?

1. Arrange the cards in logical order
2. Arrange the cards to represent continuity or flow
3. Place each idea on a 3" by 5" card
4. Number cards sequentially

2-46. What is the last step in storyboarding?

1. Arrange the cards in a logical sequence
2. Arrange the cards to represent continuity or flow
3. Place each idea on a 3" by 5" card
4. Record each idea into a script

2-47 A script should contain which of the following notations?

1. Sound effects
2. Camera angles
3. Scene locations
4. All of the above

2-48 Photographic information is NOT contained on the script because it is the responsibility of the camera person.

1. True
2. False

2-49 You are creating a series of audiovisual presentations in which the first installment was photographed in black-and-white. How should you photograph the imagery in the third installment?

1. In color
2. In black-and-white
3. Black-and-white combined with color
4. Black-and-white combined with viewgraphs

2-50. What method should you use to preserve continuity and unity throughout an entire audiovisual production series?

1. Make constant alterations during a series production
2. Make a firm decision early in the production process
3. Make a folder for each series
4. Document details in a folder for each installment

2-51. What type of computer-generated presentation is intended primarily to teach?

1. A brief
2. An infographic
3. An infomercial
4. A presentation

2-52. A computer-generated graphic with a commercial purpose is the definition of what term?

1. A commercial
2. An infographic
3. An infomercial
4. A documentary

2-53. What type(s) of material is/are suitable for display?

1. Photographs
2. Paintings
3. Posters
4. All of the above

2-54. The dental department has asked for your advice to illustrate the basic theory of dental flossing. As the graphics shop supervisor, what strategy should you recommend?

1. A command slide presentation
2. A lecture series on dental hygiene
3. An exhibit of the dental officer's before and after photographs
4. A display in the passageway outside of dental

2-55. Which of the following elements clearly indicates the DMs ability to set up a professional exhibit?

1. The amount of information exhibited
2. The lettering on the exhibit cards
3. The quality of the work on exhibit
4. The location of the exhibit

2-56. What is the primary difference between the audience you target with a display and the audience you target with an exhibit?

1. Display audiences are large, exhibit audiences are smaller
2. Exhibit audiences are somber, display audiences are rowdy
3. Display audiences are generally interested, exhibit audiences have a focused interest
4. Display audiences are mobile, exhibit audiences linger

2-57. Which of the following factors is most important in how you are hanging display and exhibits?

1. Viewer participation
2. Viewer's line of sight
3. Conveniences of location
4. Location security

2-58. At what level should display and exhibit items hang?

1. 4 feet from the ceiling
2. 18 inches from the ceiling
3. 6 feet from the floor
4. At eye level

2-59. What is considered the horizontal centerline of an item for display or exhibit?

1. Dead center
2. True center
3. Optical center
4. 1/10th above optical center

IN ANSWERING QUESTIONS 2-60 THROUGH 2-62, SELECT FROM COLUMN B THE EFFECT OF PRESENTATION DESCRIBED BY THE REFERENCE POINT IN COLUMN A.   RESPONSES MAY BE USED MORE THAN ONCE.

A. <u>REFERENCE POINTS</u>	B. <u>EFFECTS</u>
2-60. Base or top flush	1. Strongest
2-61. Diagonal	2. Formal
2-62. Grid	3. Dynamic
	4. Hard to follow

2-63. Where and with what type of marker should you mark a series of display items when you are preparing them for storage?

1. Backside upper-left corner with a felt tip
2. Frontside upper-right corner with pencil
3. Backside lower-right corner with a pencil
4. Frontside lower-right corner with a felt tip

2-64. Why should you clean exhibit items before storing them away?

1. To remove agents that will deteriorate the item
2. To prevent bug damage
3. To prevent moth damage
4. To make sure they are ready for the next use

2-65. Why should you mark the protective wrap you place on display or exhibit items you are storing?

1. So you know which sheet of wrapping paper goes with each item
2. To easily identify items without unwrapping them
3. To create more documentation
4. Just for safe measure

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STUDENT COMMENT SHEET

THIS FORM MAY BE USED TO SUGGEST IMPROVEMENTS, REPORT COURSE ERRORS, OR TO REQUEST HELP IF YOU HAVE DIFFICULTY COMPLETING THE COURSE.

NOTE: IF YOU HAVE NO COMMENTS, YOU DO NOT HAVE TO SUBMIT THIS FORM.

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       6490 SAUFLEY FIELD RD
       PENSACOLA FL 32509-5237

Subj: NRTC ILLUSTRATOR DRAFTSMAN 1 & C, VOLUME 4–PRESENTATIONS
         GRAPHICS, NAVEDTRA 82723

1.   The following comments are hereby submitted:

PRIVACY ACT STATEMENT

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│ SCORE │
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